

Labour Party Job Description

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| Job Title: | Policy Development Coordinator |
| Responsible to: | Head of Policy Development |
| Location: | Head Office- London |
| Key Purpose: | To support, and fulfil all administrative duties relating to Labour's policy development work, and to provide general administrative and project management support to the Policy and Research Directorate |

Specific Responsibilities

1. Performing administrative duties relating to Labour's policy development process, Labour Policy Forum website and the National Policy Forum (NPF).
2. Providing project management support to the Policy and Research Directorate including the International section as required, in relation to specific organisational and policy development processes and projects.
3. Undertaking all administrative functions of the Policy and Research Directorate including maintenance of human resources and financial records, dealing with correspondence, taking email enquiries, organising travel and attendance lists, supporting the organisation of team meetings and team away days.
4. Monitoring and organising incoming policy-related correspondence and submissions, supporting the Policy Development Officer in ensuring an efficient and quick response to queries.
5. Assisting with the organisation of meetings of the NPF, JPC, NPF consultations and policy commissions and organising and supporting both in-person and virtual events, ensuring venues are booked and appropriate arrangements are made. Attending meetings outside London as necessary
6. Assisting with the development of and management of content on the Labour Policy Forum website, our online policy hub.

The Labour Party

7. Assisting with arrangements for Annual Conference and Women's Annual Conference, including supporting the International team with organisational and administrative processes in relation to Conference.

8. Working flexibly within the team and carrying out any other reasonable tasks as directed by the Head of Policy Development or Director of Policy and Research.

Labour Party Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

Knowledge

- Knowledge of the aims and structure of the Labour Party
- Knowledge of project management practices

Experience

- Experience of office administration including budget management
- Experience of project management
- Experience of dealing with a range of conflicting priorities
- Experience of working in a fast paced environment

Skills / Ability

- Excellent administrative and organisational skills
- Excellent project management skills
- The ability to work accurately with excellent attention to detail.
- Excellent communication skills
- Ability to work proactively with a range of stakeholders.
- Ability to use Microsoft Office software.
- Ability to prioritise work effectively under tight deadlines.
- Ability to work within a fast-paced environment.
- Ability to work effectively both independently and as part of a team.
- Ability to navigate content management systems and social media platforms (desirable)